U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD VACANCY ANNOUNCEMENT NUMBER: 16-150

OPEN TO: All Interested Candidates OPENING DATE: October 21, 2016
POSITION: Civil Engineer, FSN-10, FP-5* CLOSING DATE: November 03, 2016

GRADE: OBO-58, OBO-59

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$58,032 p.a. (Starting salary)

(Position Grade: FP-5 to be confirmed by Washington) *Ordinarily Resident: Rs.2,386,683 p.a. (Starting salary)

(Position Grade: FSN-10)

LENGTH OF APPOINTMENT: Temporary, project based (two years or until completion of the project)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking eligible and qualified individuals for the positions of Civil Engineer (CE) in the Overseas Building Operations (OBO) Office.

BASIC FUNCTION OF POSITION:

Incumbent of position is responsible for providing OBO/Islamabad a full range of critical engineering and construction quality assurance. Responsible for the management and technical oversight of the Islamabad New Embassy Compound & Housing Project. The incumbent (CE) is responsible to the OBO Project Director for overseeing the construction contractor's civil, structural and architectural work for quality and conformance to plans and specifications. The CE recommends approval of plans and technical submittals and develops change orders, including preparing cost estimates and scopes of work. Supports and assists OBO/Islamabad in ensuring the completion of the billion dollar Islamabad New Embassy Compound & Housing Project in accordance with applicable U.S. codes and standard building practices.

QUALIFICATIONS REQUIRED

NOTE: <u>All applicants must address each required qualification listed below with specific and comprehensive</u> information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION: Completion of University degree (16 years of education) in Civil Engineering is required.
- 2. EXPERIENCE: Minimum seven years of experience in civil engineering and construction administration is required.
- <u>3. LANGUAGE</u>: Level III (Good working knowledge) Speaking/Reading/Writing of English and Level IV (fluent) Speaking/Reading/Writing of Urdu is required. Language skills will be tested.
- 4. KNOWLEDGE: Incumbent must have knowledge of design and construction procedures of office and residential building is required. Knowledge of design and construction standards and methods is required. Knowledge of local design and construction codes, capabilities, strengths and weaknesses is required. Knowledge of jobsite testing procedures (soils and concrete) is required. Basic knowledge of computer software including use of CAD (Computer aided Design), Word, and Excel is required.
- <u>5. ABILITIES & SKILLS</u>: Incumbent must have an ability to prepare written reports in English is required. Must be able to maintain construction logs and files. Must be capable of working independently and provide professional engineering services. Ability to review and prepare construction cost estimates is required. Ability to review design documents and technical submittals is required. Technical skills may be tested.

SELECTION PROCESS:

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

ADDITIONAL SELECTION CRITERIA:

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- 4. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- 5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
- 6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
- 7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

TO APPLY:

Interested candidates for this position must submit their completed **DS-174** (Application for Employment as LE Staff or Family Member) by e-mail at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 16-150) must be mentioned in the subject line of the email.

Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Incomplete **DS-174** (Application for Employment as LE Staff or Family Member) or submissions received after the closing date will not be considered. Please do not attach any documents at this stage; you will be informed when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy

website http://islamabad.usembassy.gov/employment_opportunities.html.

CLOSING DATE FOR THIS POSITION: 03, 2016

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve Equal Employment Opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS

- 1. <u>Eligible Family Member (EFM):</u> An EFM for employment purposes is defined an individual who meets **all** of the following criteria:
 - U.S. Citizen or not a U.S. Citizen; and
 - Spouse or same-sex domestic partner (as defined in <u>3 FAM 1610</u>); or
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; or
 - Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; and
 - Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
 - Is under chief of mission authority.
- 2. <u>U.S. Citizen Eligible Family Member (USEFM):</u> A USEFM is an individual who meets **all** of the following criteria:
 - U.S. Citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
 - Child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
 - resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
 - Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
- 3. <u>Appointment Eligible Family Member (AEFM):</u> An AEFM is an individual who meets **all** of the following criteria:
 - U.S. Citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
 - Child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or,
 - as appropriate, at an office of the American Institute in Taiwan (AIT); and
 - Is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and
 - Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

- 4. Member of Household (MOH): A MOH is an individual who meets all of the following criteria.
 - A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
 - A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
 - A MOH is under COM authority;
 - A MOH may include a parent, unmarried partner, other relative, or adult child;
 - A MOH may or may not be a U.S. Citizen;
 - A MOH is **not** an EFM;
 - A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

5. **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does <u>not</u> ordinarily reside in the host country; and
- Is <u>not</u> subject to host country employment and tax laws.

6. Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.